

City of Kenmore, Washington

Finance & Administration

Director

Accepting Applications Until Filled | First Review: October 15, 2020



The Opportunity

This executive leadership position represents a great opportunity for an experienced finance professional to join a progressive and customer service-driven leadership team and organization. Even before COVID-19, the City of Kenmore embarked on a proactive process to ensure financial sustainability. The resulting 6-year financial sustainability plan is informed by public input and data analysis, and even more critical in light of the economic impacts of the pandemic.

The Community

Located along over seven miles of waterfront on Lake Washington and the Sammamish River, the City of Kenmore is the Puget Sound region's best kept secret. Kenmore incorporated as a city in 1998 and is home to talented people, innovative ideas, a new and emerging walkable downtown, strong businesses, family-friendly neighborhoods, an award-winning school district, and many cultural and recreational amenities.

Kenmore is located minutes from Seattle, Bellevue and the Microsoft headquarters in Redmond. You can get any place from Kenmore, whether by highway, transit, seaplane, boat, or the stunning 20-mile paved Burke Gilman trail. Kenmore is the seaplane capital of the US, with Kenmore Air as the largest seaplane harbor in the United States. There's also quick access to regional transit lines, including express service to downtown Seattle and Bus Rapid Transit planned for 2024.

Kenmore's setting puts the best of the Northwest at your doorstep. Home to the amazing, 300-acre St. Edward State Park, this lakeside community embraces the delights of the outdoors: it's easy to hike in the woods, bike along Lake Washington, watch Great Blue Herons nest or put a kayak in the water. There's a new rowing shell house and a new hand-powered watercraft center under construction, and a comprehensive plan and funding for improving access to the lake and river. The Cascade Mountains are a short drive away, and the nearby Edmonds-Kingston ferry provides access to the Olympic National Park.

With a population of 24,113, Kenmore has grown nearly 18% since 2010. Kenmore's residents have a median household income of \$105,007 and over 57% have earned their bachelor's degree or higher. Local residents will tell you that Kenmore is truly the best place to live and work. A strong entrepreneurial spirit is at the core of the city. Kenmore is the birthplace of notable multigenerational businesses and is home to Bastyr University, the top natural medicine university and research institution in the U.S.





The Organization

The City of Kenmore operates under a Council-Manager form of government. In this form, the elected seven-member City Council appoints a city manager to provide management direction of all city departments and activities in accordance with City Council policies and direction. The City Council is responsible for establishing City policies; enacting and amending City laws; adopting the biennial budget and appointing citizen boards and commissions. City Councilmembers serve staggered four-year terms. All Councilmembers are “at-large” meaning that they serve the City as a whole as opposed to a specific district. The Council selects one of its members to serve as mayor and a second as deputy mayor for two-year terms.

Kenmore is a “contract city” and employs a relatively small staff of 45 full-time employees. The City’s General Fund budget is \$28 million for the 2019-2020 biennium and the total budget is \$111 million for the 2019-2020 biennium.

The City has a long-standing practice of receiving GFOA Awards of Excellence for its budget documents. The City has healthy fund balances: unrestricted reserves associated with the General Fund and Street Funds are more than 50% of operating revenues.

The City has received a clean audit opinion from the Washington State Auditor’s Office for 18 years in a row. Transparency and responsibility are values not only reflected in the clean audits, but also in the City holding the highest rating from S&P Global Ratings, AAA on its 2016 bonds.

City departments include the City Manager’s Office, Finance and Administration, Public Works, Development Services, Community Development, and Public Safety (police, court, animal control and jail services are contracted through King County). Fire and EMS service is provided by the Northshore Fire District, and utilities are provided through the Northshore Utility District. Exciting projects are underway including the \$43 million replacement of the west Sammamish

River bridge and Walkways and Waterways bond measure projects.

Our new (2010) and award-winning City Hall is one of Kenmore’s first projects developed under the U.S. Green Building Council’s Leadership in Energy and Environmental Design (LEED) certification standards, along with Bastyr University’s Student Village project. City Hall sets the bar for the future development of the city’s downtown and reflects the community’s interest in sustainable development. Over \$100 million in private investment has been recently invested within one block of City Hall and in the bull’s eye of Kenmore’s downtown creation project.

The City of Kenmore is committed to excellence in public service. We believe in propelling Kenmore upward. At all levels of the organization, staff members embrace customer service, community engagement, professional excellence, and collaboration. We create a thriving community where people love where they live.

The Finance Department

Kenmore's Finance & Administration Department provides a range of financial services to internal and external customers. The Finance & Administration department consists of financial and accounting services, information technology, and city clerk services. Financial and accounting services responsibilities include budget preparation and oversight, financial reporting, accounts payable and accounts receivable, payroll and benefits administration, fixed asset tracking, cash receipting and collections, cash and investment management, grant management, debt management, evaluation and implementation of internal controls.

Information technology includes maintaining the City's hardware and software systems and implementing the City's information technology plan. The City Clerk's Office provides Council meeting support, including agendas, minutes and meeting attendance; oversees City records management; updates the Kenmore Municipal Code; and processes official City documents, such as contracts, ordinances, and resolutions.

The Position

The Finance and Administration Director serves on the City's executive leadership team and reports to the city manager. Responsibilities include leading and supervising all of the functions of the Finance and Administration Department, as well as advising the city manager, leadership team, and City Council on city-wide issues. For more details about the position, see the position description in the announcement at www.kenmorewa.gov/jobs.



The Compensation

The 2020 annual salary range for the Finance & Administration Director is \$115,008 to \$158,724, and appointment will be made depending on the experience and qualifications of the selected candidate.

The City's competitive benefits package includes medical, dental, life, disability, and vision insurance as well as a social security replacement 401(a) program and participation in the WA PERS retirement system. Leave benefits include two weeks of executive leave in addition to vacation leave, holiday pay, and sick leave.

The Recruitment Process

The position is open until filled.

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For more information about the position, the education and experience required and additional details and to apply for this exciting career opportunity, please see the job announcement at www.kenmorewa.gov/jobs.

Please do not hesitate to contact Nancy Meehan, executive assistant in the City Manager's Office, at nmeehan@kenmorewa.gov if you have any questions regarding this position or recruitment process.

Kenmore is an equal opportunity employer.

